

USING THE NAVY'S **ONLINE RESUME BUILDER** & **APPLICATION EXPRESS**



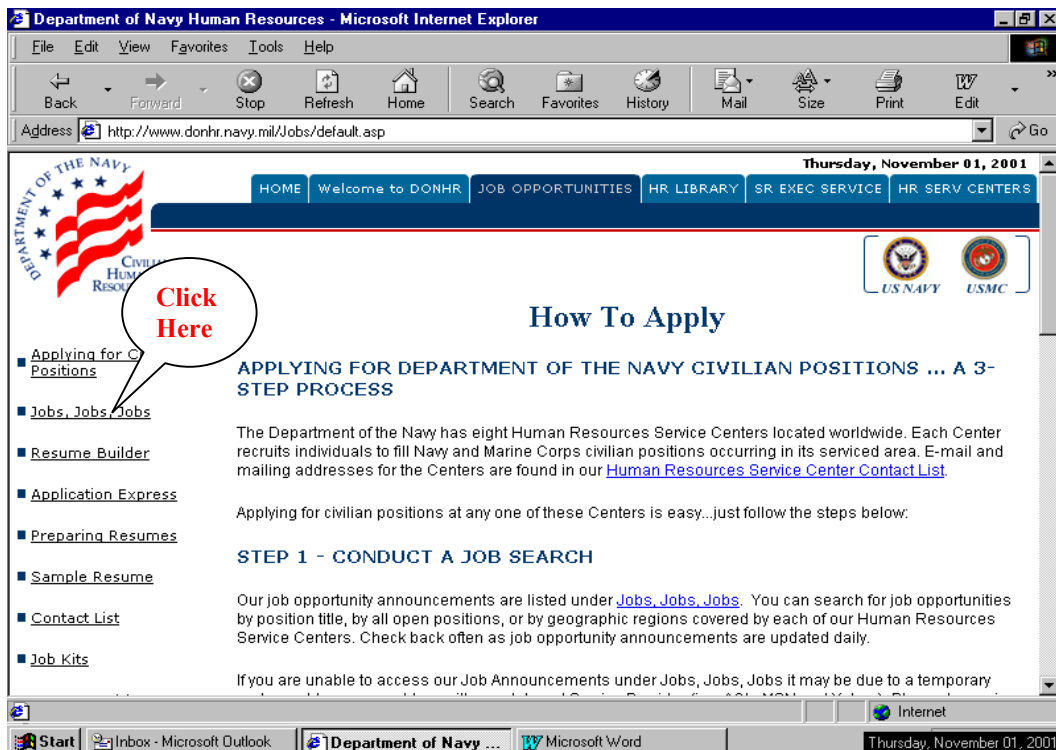
Human Resources Service Center, East
01/2002

INSTRUCTIONS FOR USING THE NAVY'S ON-LINE RESUME BUILDER

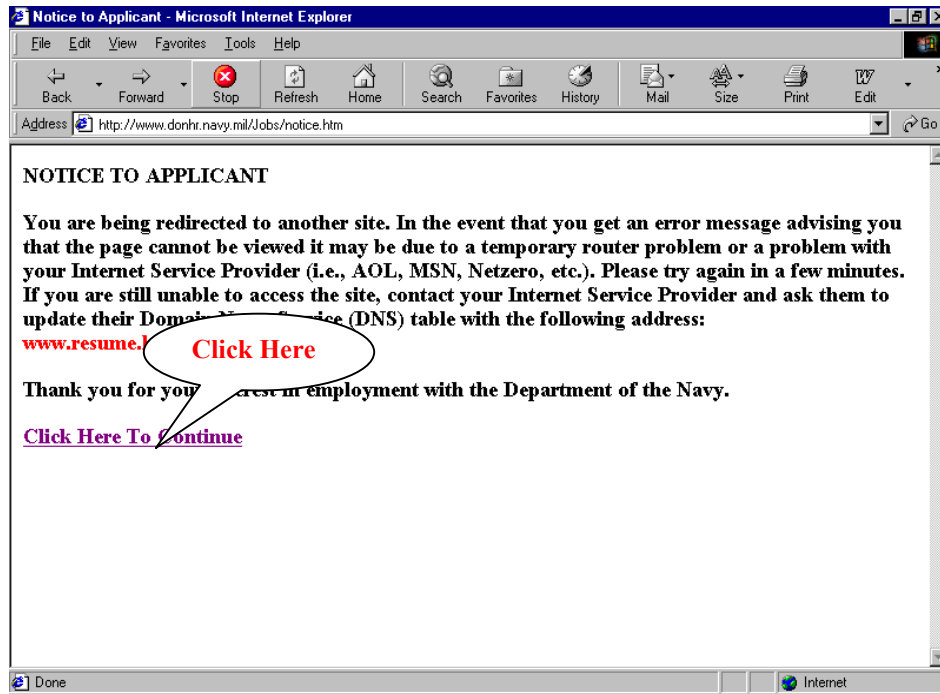
1. Go to the Office of the Deputy Assistant Secretary of the Navy for Civilian Personnel and Equal Employment Opportunity web site at www.donhr.navy.mil.
2. From the DONHR homepage (Civilian Human Resources), click on the blue tab marked **JOB OPPORTUNITIES**.



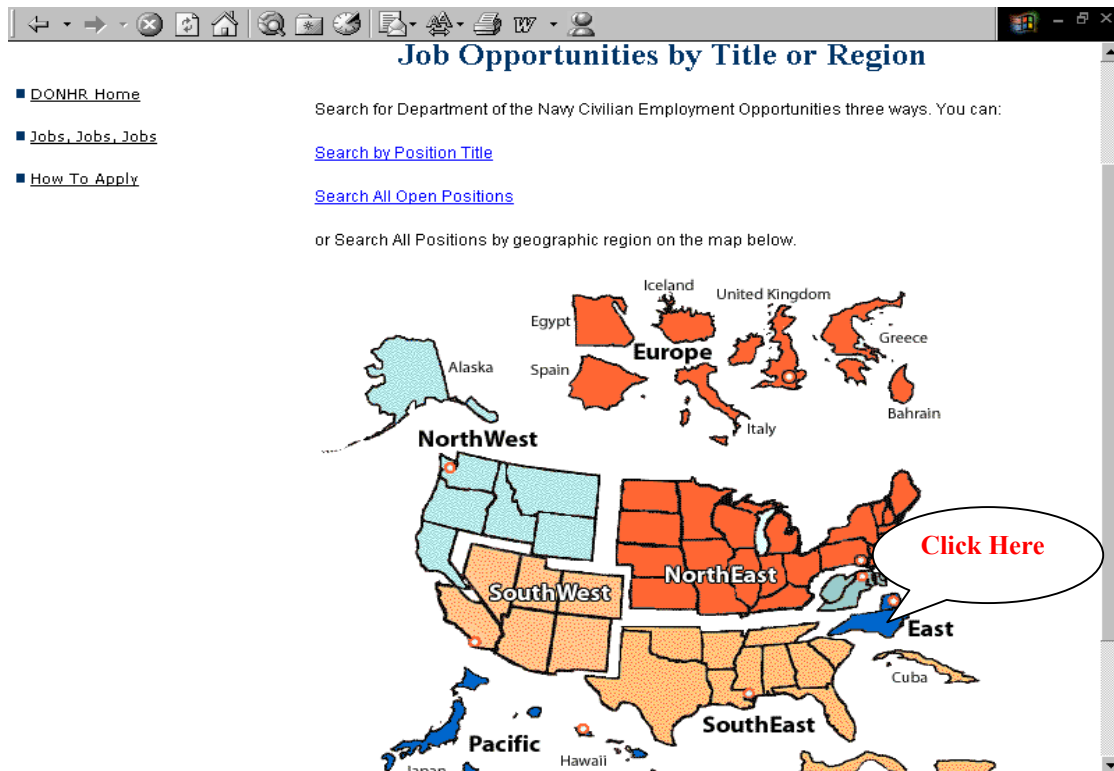
3. After reading all the instructions, click on the link located on the left side of the page marked **JOB, JOBS, JOBS**.



4. Click on **Click Here To Continue**



5. On the map, click on East for East Region listings. For other geographic locations, click on the appropriate area.



6. When the job listing is displayed, it can be sorted by any of the column headings (e.g. **Announcement Number**, **Position Title** or **Location**). For example, to sort by position title, click the heading marked **Position Title**.

The vacancy listing below is comprised of current job openings advertised by the **Department of the Navy Human Resources Service Centers**. You may view an announcement by clicking on the 'Position Title' of the job opening. Please read announcements carefully as they contain information that will assist you when applying for positions.

Please contact the corresponding Human Resources Service Center directly if you have questions pertaining to a particular announcement. Contact information can be found when viewing the full announcement.

Click on any column header to redefine the sort of the listing.

02/06/2002

To Sort by Announcement Number, Click Here

To sort by Position Title, Click Here

<u>Announcement Number</u>	<u>Date Posted</u>	<u>Location</u>	<u>Position Title</u>	<u>Pay Plan Series Grade</u>	<u>Closing Date</u>
E1082	01/30/02	Department of Navy and Marine Corps activities in the following geographic areas: Hampton Roads (Southside), VA (Chesapeake, Norfolk, Portsmouth, Suffolk, and Virginia Beach, VA); Hampton Roads (Peninsula), VA (Hampton, Newport News, Williamsburg, and Yorktown, VA); Eastern North Carolina (Cherry Point and Camp LeJeune, NC); Northern VA/Washington DC (Quantico, VA and Washington DC Metro Area); West Virginia (Sugar Grove, WV); Georgia (Albany, GA) and Guantanamo Bay, Cuba.	WRITING AND EDITING	GS/DEMO-1082-MULTIPLE GRADES	OPEN CONTINUOUS (FIRST CUTOFF: 02/13/2002)
E1550	02/01/02	Department of Navy and Marine Corps activities in the following geographic areas: Hampton Roads (Southside), VA (Chesapeake, Norfolk, Portsmouth, Suffolk, and Virginia Beach, VA); Hampton Roads (Peninsula), VA (Hampton, Newport News, Williamsburg, and Yorktown, VA); Eastern North Carolina (Cherry Point and Camp LeJeune, NC); Northern VA/Washington DC (Quantico, VA and Washington DC Metro Area); West Virginia (Sugar Grove, WV); Georgia (Albany, GA) and Guantanamo Bay, Cuba.	COMPUTER SCIENCE	GS/DEMO-1550-MULTIPLE GRADES	OPEN CONTINUOUS (FIRST CUTOFF DATE: 02/19/02)

Download our JOB KIT

Adobe Acrobat Reader required to view

7. Locate the vacancy in which you are interested and click on the title. This opens the job announcement.

The vacancy listing below is comprised of current job openings advertised by the **Department of the Navy Human Resources Service Centers**. You may view an announcement by clicking on the 'Position Title' of the job opening. Please read announcements carefully as they contain information that will assist you when applying for positions.

Please contact the corresponding Human Resources Service Center directly if you have questions pertaining to a particular announcement. Contact information can be found when viewing the full announcement.

Click on any column header to redefine the sort of the listing.

02/06/2002

Click here to display job announcement

<u>Announcement Number</u>	<u>Date Posted</u>	<u>Location</u>	<u>Position Title</u>	<u>Pay Plan Series Grade</u>	<u>Closing Date</u>
E1082	01/30/02	Department of Navy and Marine Corps activities in the following geographic areas: Hampton Roads (Southside), VA (Chesapeake, Norfolk, Portsmouth, Suffolk, and Virginia Beach, VA); Hampton Roads (Peninsula), VA (Hampton, Newport News, Williamsburg, and Yorktown, VA); Eastern North Carolina (Cherry Point and Camp LeJeune, NC); Northern VA/Washington DC (Quantico, VA and Washington DC Metro Area); West Virginia (Sugar Grove, WV); Georgia (Albany, GA) and Guantanamo Bay, Cuba.	WRITING AND EDITING	GS/DEMO-1082-MULTIPLE GRADES	OPEN CONTINUOUS (FIRST CUTOFF: 02/13/2002)
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Download our JOB KIT

Adobe Acrobat Reader required to view



8. Read the entire announcement carefully paying particular attention to the *Area of Consideration*, *Who May Apply* and *How to Apply* paragraphs. Before proceeding to the Resume Builder, answer the following questions:

- A. Have you submitted a resume using the Resume Builder within the last 12 months?
- B. Can you apply for this announcement using Application Express?

If you answered “yes” to both questions, **DO NOT** click on “Take me to the Resume Builder”. Instead follow the instructions in the Using Application Express section of these instructions.



Forms Required: Resume and ADS. In addition, the following categories of applicants must submit the documentation listed below:

- (1.) Reinstatement eligibles – Standard Form (SF) 50, Notification of Personnel Action documenting reinstatement eligibility.
- (2.) Executive Order 12721 eligibles and spouses of relocating active duty military or Department of Defense civilians – Sponsor’s official Permanent Change of Station (PCS) orders and SF-50 documenting appointment eligibility.
- (3.) Applicants appointable based on physical or mental disability (does not apply to 30% or more disabled veterans) – Department of Veterans Affairs OR Department of Rehabilitative Services certification from any state establishing Appointment eligibility.

Pre-employment Requirements: Selectees may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment. Some positions may require successful completion of a physical examination, agility test, pre-employment drug test, and/or participation in the Anthrax vaccine immunization program if applying for an emergency essential position. Selectees required to meet one or more of these employment conditions before appointment will receive a tentative offer of employment.

Notes: An offer of employment may be rescinded if the selectee fails to report to any of the scheduled appointments, fails the medical/agility/drug test, lacks the certification requirements, or is unable to obtain a security clearance. Incumbents in drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/command.

Click Here

Take Me to the Resume Builder

Application Express

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at: HRSC East (757) 396-7858, DSN: 961-7152 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

If you wish to submit a resume for the first time or wish to replace your current resume, then follow the instructions below:

9. Scroll to the bottom of the announcement and click the button marked **Take Me to the Resume Builder**.

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Click Here for Resume Builder

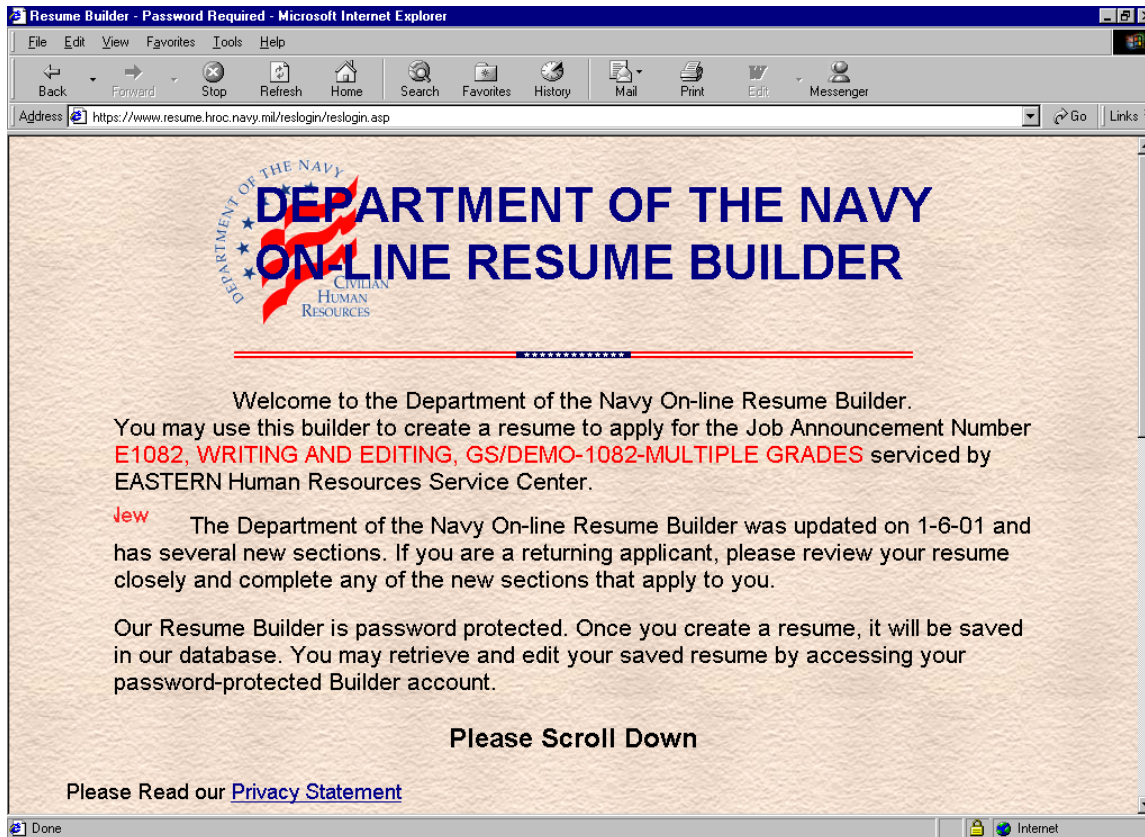
Take Me to the Resume Builder

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10. The Resume Builder will open – using scroll bar, move down the page.



Scroll Down
Using This
Scroll Bar

11. If you have never used the Resume Builder before, you will need to establish an account. Click on the button marked **Click here to create new account**.

A screenshot of the Department of the Navy On-line Resume Builder account creation and login page. The page has a light beige background. At the top, it says "NEW USERS - CREATE A NEW ACCOUNT HERE". Below this, it says "If you do not have a password-protected user account:" and there is a button labeled "Click here to create a new account". Below that, it says "LOGIN HERE (New users must create account first)". Below this, it says "If you already have a password-protected user account, please fill in the blocks below to retrieve your resume:". There are two input fields: "Your Social Security Number: (no dashes - e.g., 123456789)" and "Input your builder account password :". Below the password field, it says "NOTE: passwords are case sensitive". Below the input fields, there is a button labeled "Enter SSN/Password and Click here to login". Below that, it says "RETRIEVE PASSWORD HERE". Below this, it says "Did you forget your password?" and there is a button labeled "Click here to retrieve password". Below that, it says "DELETE YOUR ACCOUNT HERE". Below this, it says "Do you wish to be removed from this database?". A vertical scroll bar is on the right side of the page.

Click Here
for New
Account

12. The create new account page will open. Fill in the blanks and click on the **Register** button. Be certain that Social Security Number is correct before registering.

The screenshot shows a web browser window with the title "Navy Online Resume Builder Log In - Account Registration". The page has a light beige background with a subtle texture. At the top, there is a red "W" logo. Below the title, a message says "Please fill in the form below and click on the REGISTER button when finished:". The form consists of five rows, each with a label on the left and a text input field on the right. The labels are: "Your Social Security Number: (no dashes - e.g., 12345678)", "Identify a builder account password: (10 characters maximum length)", "Verify your password by re-typing it exactly as entered above:", "Identify a password hint: If you forget your password, your hint should serve to remind you. Keep your hint in a safe place. If you forget your password, we can not provide it to you without you providing us your hint.", and "Enter one valid email address: Email is not mandatory. If you provide a valid email address, your password and hint will be emailed to you for safekeeping." Below the form is a "Register" button. A speech bubble with the text "Click Here When Complete" points to the "Register" button.

Your Social Security Number: (no dashes - e.g., 12345678)	<input type="text"/>
Identify a builder account password: (10 characters maximum length)	<input type="text"/>
Verify your password by re-typing it exactly as entered above:	<input type="text"/>
Identify a password hint: If you forget your password, your hint should serve to remind you. Keep your hint in a safe place. If you forget your password, we can not provide it to you without you providing us your hint.	<input type="text"/>
Enter one valid email address: Email is not mandatory. If you provide a valid email address, your password and hint will be emailed to you for safekeeping.	<input type="text"/>

Register

13. When your account has been registered, click the button marked **Click here to continue**.

The screenshot shows a web browser window with the title "Resume Builder - User Authenticated - Microsoft Internet Explorer". The address bar shows "https://www.resume.hroc.navy.mil/reslogin/resaddnew.asp". The page features the Department of the Navy logo on the left and the text "DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER" on the right. Below this, a message says "Your Log In information has been registered." followed by "Your registration information has been emailed to: barry.v. Please retain your registration information in". At the bottom, there is a "Click here to continue" button. A speech bubble with the text "Click Here" points to the "Click here to continue" button.

DEPARTMENT OF THE NAVY
ON-LINE RESUME BUILDER

Your Log In information has been registered.

Your registration information has been emailed to: barry.v.
Please retain your registration information in

Click here to continue

14. The Login page will open. Enter your SSN and password under **LOGIN HERE** and click on button marked **Enter SSN/Password and Click here to login**.

NEW USERS - CREATE A NEW ACCOUNT HERE

If you do not have a password-protected user account:

[Click here to create a new account](#)

LOGIN HERE (New users must create account)

If you already have a password-protected user account, please fill in the blocks below to retrieve your resume.

Enter your Social Security Number:
(no dashes - e.g., 123456789)

Enter your builder account password :
NOTE: passwords are case sensitive

[Enter SSN/Password and Click here to login](#)

RETRIEVE PASSWORD HERE

Did you forget your password?

[Click here to retrieve password](#)

DELETE YOUR ACCOUNT HERE

Do you wish to be removed from this database?

15. A screen acknowledging authentication of your SSN and password will be displayed. Click on the button marked **Click here to continue**.

Resume Builder - User Authenticated - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit

Address <https://www.resume.hroc.navy.mil/reslogin/reslogprocess.asp> Go

DEPARTMENT OF THE NAVY
ON-LINE RESUME BUILDER

Your Social Security Number and Password have been Authenticated.

[Click here to continue](#)

Click Here

Done Internet

16. The Online Resume Builder will open. Read all instructions carefully and scroll down page.

DEPARTMENT OF THE NAVY
CIVILIAN HUMAN RESOURCES

**DEPARTMENT OF THE NAVY
ON-LINE RESUME BUILDER**

Privacy Act Information
Equal Employment Opportunity
Sample Resume

RESUME BUILDER INSTRUCTIONS

Please enter your information in the resume builder fields as you would like it to appear in your resume. Be sure to provide all of the requested information.

There are several required fields on this form. They are illustrated in *red, italicized* text. You will not be able to submit your resume using this builder if any required information is missing.

Use the TAB key to move to the next data field or SHIFT-TAB to go back to the previous field.

Do not use signs and symbols such as % # () / =. Use @ sign only in the designated E-Mail Address Block.

Move Down Using this Scroll Bar

17. Complete the form making sure to fill out all required fields (those in red). Do not use signs and symbols such as % # () / =. Be sure your spelling is correct - there is no spell checker. As each section is completed, click on the button marked **Before proceeding, click here to SAVE**.

Veterans:

☐ Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran
☐ Veterans' Employment Opportunity Act Eligible

Others:

☐ Person with Disability
☐ Outstanding Scholar
☐ Current Student

Overseas Applicants Only:

☐ Overseas Military Spouse Preference Eligible
☐ Overseas Family Member Preference Eligible
☐ Overseas Limited Appointment Eligible

None of the Above:

☐ If none of the above categories apply to you, you must be eligible for the Department of the Navy job announcements. Please review the "Who is Eligible for the Job" announcement to determine whether or not you are eligible to submit your resume.

Before proceeding, click here to SAVE

Click Here to Save

III - PERSONAL INFORMATION

18. Upon completing the resume, it can be saved, previewed and printed by clicking on the button marked **Preview**. If submitting the resume, be sure to click the button marked **Submit**. If you wish to save the resume but not submit it, click on **Exit**.

☐ I am applying for an announcement in a geographic area other than the ones listed above

BACKGROUND SURVEY - (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status:

B. Sex:

To SAVE, PREVIEW, and/or PRINT your resume, click here:

To SUBMIT your resume, click here:

To SAVE your resume and EXIT without submitting, click here:

To EXIT without saving or submitting your resume, click here:

19. When the **SUBMIT** button is clicked, the following is displayed

Submit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Messenger

Address https://www.resume.hroc.navy.mil/resume_asp/display3.asp Go Links >>

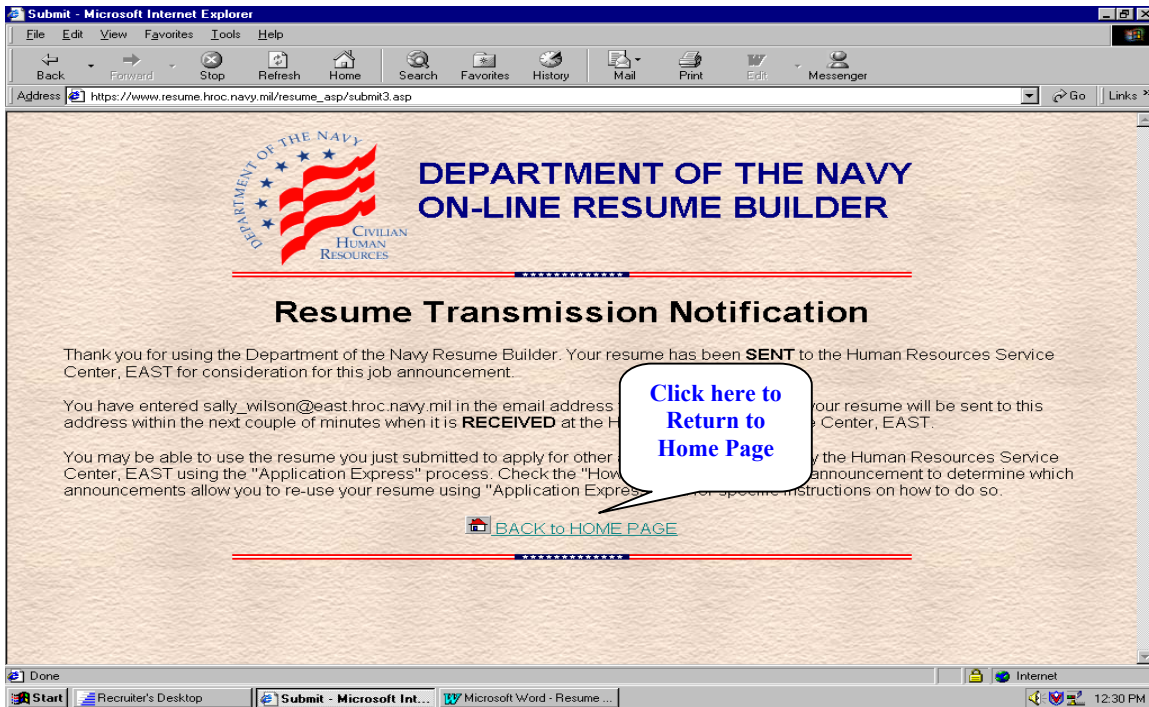
Your data has been saved.
Click SUBMIT to transmit your Resume to the Human Resources Service Center EAST or click CONTINUE to return to the Resume Builder.

Click Here to Submit

Done Internet

Start Recruiter's Desktop Submit - Microsoft Int... Microsoft Word - Resume ... 12:29 PM

20. A notification of transmission will be displayed and an email confirmation will be sent to the email address entered in the Resume Builder. Complete the process by clicking on **BACK to HOME PAGE**. Allow **48 hours** for the resume become active in the East Region's inventory database.



USING APPLICATION EXPRESS

1. Once your resume has been submitted and is active in the East Region's database, additional job announcement numbers may be added by using Application Express. **Note:** Do not use Application Express unless you have an active resume on file with our office. Allow 48 hours for processing after the resume has been submitted.
2. Go to the Office of the Deputy Assistant Secretary of the Navy for Civilian Personnel and Equal Employment Opportunity web site at www.donhr.navy.mil as was done for the Online Resume Builder. Navigate to the **Job Opportunities** tab and click. Click on **Jobs, Jobs, Jobs**, then on **Click Here to Continue**. Select East Region from the map and wait for the job listing to open. Navigate to the job announcement you wish to add to your resume and scroll to the bottom just as was done for the Resume Builder. Click on the button marked **Application Express**.

Department of the Navy Civilian Human Resources Vacancy Listing - Microsoft Internet Explorer

Address: http://www.resume.hroc.navy.mil/vacancy/vac_preview3_N1.cfm?vac_id=43956

Forms Required:	<p>Resume and ADS. In addition, the following categories of applicants must submit the documentation listed below:</p> <p>(1.) Reinstatement eligibles – Standard Form (SF) 50, Notification of Personnel Action documenting reinstatement eligibility.</p> <p>(2.) Executive Order 12721 eligibles and spouses of relocating active duty military or Department of Defense civilians – Sponsor's official Permanent Change of Station (PCS) orders and SF-50 documenting appointment eligibility.</p> <p>(3.) Applicants appointable based on physical or mental disability (does not apply to 30% or more disabled veterans) – Department of Veterans Affairs OR Department of Rehabilitative Services certification from any state establishing Appointment eligibility.</p>
Pre-employment Requirements:	<p>Selectees may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment. Some positions may require successful completion of a physical examination, agility test, pre-employment drug test, and/or participation in the Anthrax vaccine immunization program if applying for an emergency essential position. Selectees required to meet one or more of these employment conditions before appointment will receive a tentative offer of employment.</p> <p>An offer of employment may be rescinded if the selectee fails to report to any of the scheduled appointments, fails the medical/agility/drug test, lacks the certification requirements, or is unable to obtain a security clearance. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/command.</p>
Notes:	<p>Resumes must be received in HRSC East OR postmarked (if mailed) by the first cutoff date identified above, the date the recruit action is received in the HRSC East, OR the date the position is classified as a vacancy OR IS LATER.</p> <p>THIS RECRUITMENT BULLETIN IS USED TO ESTABLISH AN INVENTORY OF VACANCIES FOR THE STANDARD AUTOMATED INVENTORY AND REFERRAL SYSTEM (STAIRS). THE INVENTORY MAY BE USED TO FILL VACANCIES AS THEY OCCUR AT ACTIVITIES SERVICED BY HRSC EAST WITHIN THE GEOGRAPHIC AREA.</p>

[Take Me to the Resume Builder](#)
[Application Express](#)

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- Once the Application Express page is displayed, click on the down arrow on the box next to the question: "I have a current up-to-date resume on file with the Human Resources Service Center EAST and wish to use that to apply for this announcement? Select "Yes". Click on the button marked **Submit**.

DEPARTMENT OF THE NAVY
APPLICATION EXPRESS

Application Express enables you to use the most current resume you have on file with a Department of the Navy Human Resources Service Center to apply for a job opportunity announcement. Applying for a job using Application Express is easy. Start by answering the following statement:

I have a current up-to-date resume on file with the Human Resources Service Center EASTERN and wish to use that to apply for this announcement?

Yes No

Submit

Job Opportunity Announcement

- When the Application Express page opens, complete all requested information making sure the ones in red are complete. Be certain your Social Security Number is entered correctly – this is very important. When finished, click on the button marked **Submit My Application Express**.

DEPARTMENT OF THE NAVY
APPLICATION EXPRESS

Please complete the following information and press the Submit button provided at the bottom of this page. Your on-file resume will then be placed on this job opportunity announcement for consideration.

First Name:

Middle Initial:

Last Name (required):

Social Security Number (required; no dashes):

Job Announcement Number: E1082

Position Title: WRITING AND EDITING

Pay Plan/Series/Grade: GS/DEMO-1082-MULTIPLE GRADES

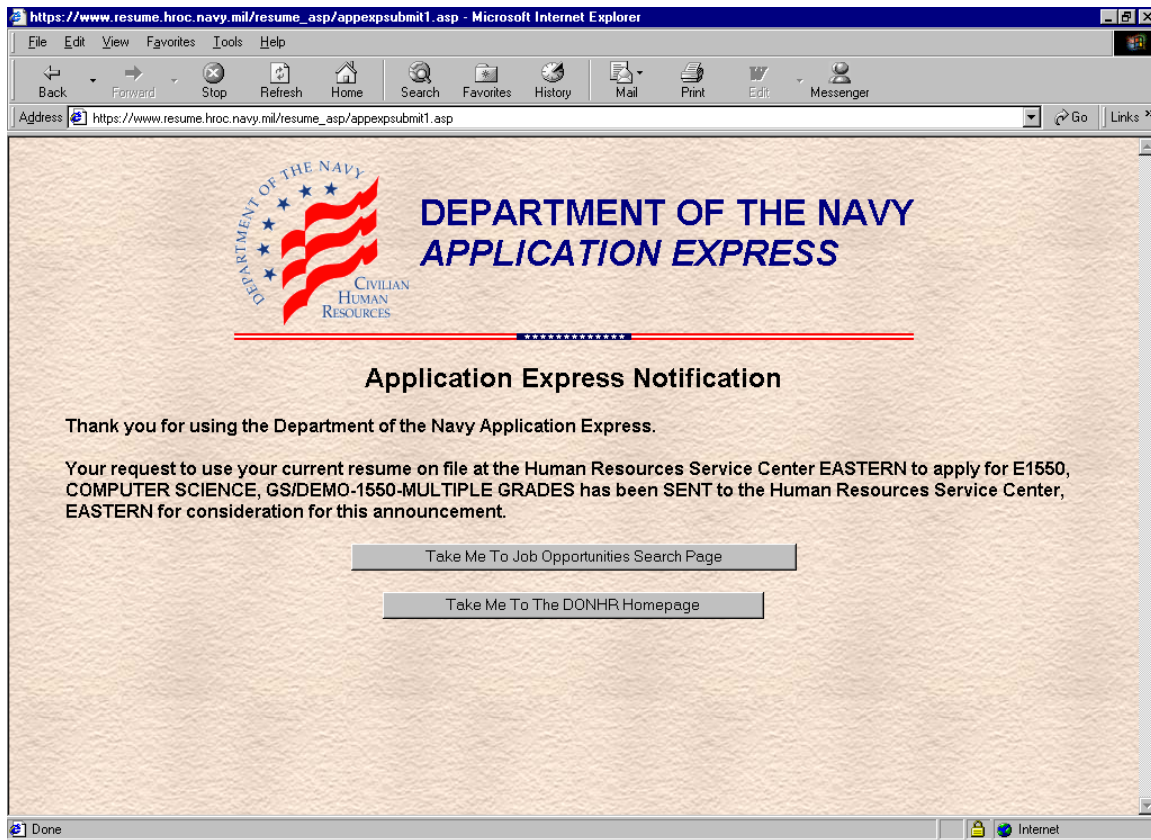
Contact Phone Number (required): Area Code Number Extension

E-Mail Address:

If you would like to receive a copy of your Application Express, please ensure that the above E-mail address is correct.

Submit My Application Express

5. The Application Express Notification will display.



6. A copy of your Application Express information will be emailed to the address you provided.
7. Either close the browser or return to the DONHR homepage by clicking on the button marked **Take Me To The DOHR Homepage**.

PRINTING A HARD COPY OF YOUR RESUME

1. To print a hard copy of your resume, from the last page of the Resume Builder click on the button marked **Preview**.

☐ I am applying for an announcement in a geographic area other than the ones listed above

BACKGROUND SURVEY - (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status:

B. Sex:

To SAVE, PREVIEW, and/or PRINT your resume, click here:	PREVIEW
To SUBMIT your resume, click here:	SUBMIT
To SAVE your resume and EXIT without submitting, click here:	EXIT
To EXIT <u>without</u> saving or submitting your resume, click here:	CANCEL

2. A copy of your resume will be displayed. In the browser's top menu bar, click on **File**.

Click Here

Wylie Coyote
SSN: 666556666

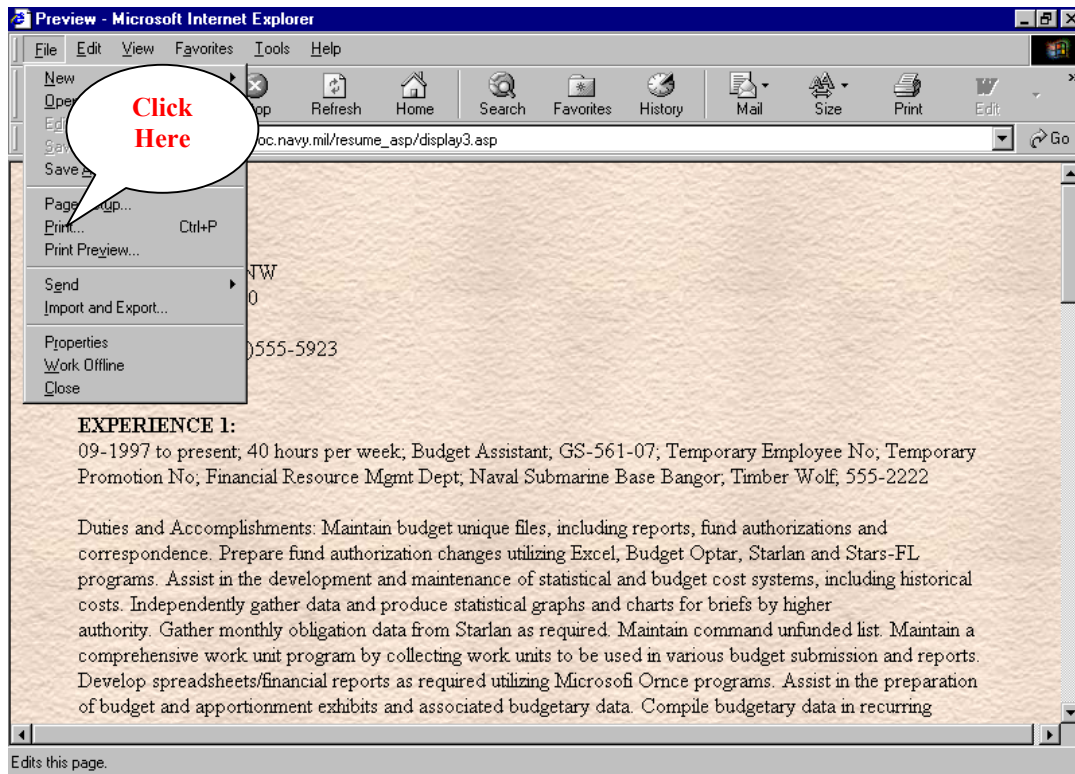
3787 Cavern Place NW
WastelandWA 98370

Contact Phone: (360)555-5923

EXPERIENCE 1:
09-1997 to present; 40 hours per week; Budget Assistant; GS-561-07; Temporary Employee No; Temporary Promotion No; Financial Resource Mgmt Dept, Naval Submarine Base Bangor, Timber Wolf, 555-2222

Duties and Accomplishments: Maintain budget unique files, including reports, fund authorizations and correspondence. Prepare fund authorization changes utilizing Excel, Budget Optar, Starlan and Stars-FL programs. Assist in the development and maintenance of statistical and budget cost systems, including historical costs. Independently gather data and produce statistical graphs and charts for briefs by higher authority. Gather monthly obligation data from Starlan as required. Maintain command unfunded list. Maintain a comprehensive work unit program by collecting work units to be used in various budget submission and reports. Develop spreadsheets/financial reports as required utilizing Microsoft Office programs. Assist in the preparation of budget and apportionment exhibits and associated budgetary data. Compile budgetary data in recurring

3. Click on **Print** to produce a hard copy of the resume.



4. Printer information will be displayed – click on **OK** and resume will print.

